MAINE REVENUE SERVICES

Income/Estate Tax Division 24 State House Station Augusta, ME 04333-0024

INSTRUCTIONAL PAMPHLET FOR INDIVIDUAL INCOME TAX

Schedule NR Worksheet A Worksheet B Worksheet C

for Nonresidents and Part-Year Residents

Use Maine Revenue Services' Web site (<u>www.maine.gov/revenue</u>) to download tax forms and instructions or obtain tax information, including tax laws and regulations.

To receive forms by mail, call (207) 624-7894. The forms line is available every day, 24 hours a day. Please allow two weeks to receive the forms you order.

For additional assistance with your tax questions, call (207) 626-8475. The taxpayer assistance lines are available weekdays, 8:00 a.m. - 5:00 p.m.

To arrange a payment plan, call (207) 621-4300. The lines are available weekdays, 8:00 a.m. - 5:00 p.m.

SCHEDULE NR NONRESIDENTS AND PART-YEAR RESIDENTS ONLY

If you are a nonresident or part-year resident of Maine, and you received income as a resident of Maine or, as a nonresident, had income from Maine sources resulting in a Maine income tax liability, you must file a Maine long form (1040ME)*. However, you may not be required to file if your Maine income or the number of days worked in Maine is less than the thresholds defined in 36 M.R.S.A. § 5142(8).

*Only full-year residents of Maine may file a Maine short form (1040S-ME). If you file a short form return, you will be treated as a resident of Maine for the entire year.

Nonresidents and part-year residents who receive income from outside Maine while nonresidents of Maine may be able to claim a nonresident credit calculated on Schedule NR using Worksheet A, Worksheet B and, if necessary, Worksheet C. This credit may be claimed only on the Maine long form (1040ME). Full year residents of Maine may not claim a nonresident credit and should not complete Schedule NR. Do not file Schedule NR if all your income is taxable by Maine.

Nonresidents and part-year residents must include a <u>complete copy</u> of their federal return (including all schedules and worksheets) with the Maine return when filing, even if they are not eligible to claim a nonresident credit.

Nonresidents and part-year residents must file a Maine return using the same filing status as properly used on the federal return and must complete **Form 1040ME and Schedule NR**. However, if one spouse is a full-year Maine resident and the other spouse is not, and a joint federal return was filed, you have two options:

- (1) You can choose to file a joint Maine return as if both were full-year Maine residents; **OR**
- (2) Each can file a Maine return as a single individual using **Form 1040ME with Schedule NRH** (*for more information see Schedule NRH*). Each return must show the proper residency status. You may choose this option only if you filed a joint federal return.

If both spouses are nonresidents, and a joint federal return was filed, but only one spouse has Maine-source income, you have two options:

- (1) You can choose to file a joint Maine return and determine your joint tax liability as nonresidents using **Form 1040ME with Schedule NR; OR**
- (2) The spouse who has Maine-source income can choose to file a return as a single individual using **Form 1040ME with Schedule NRH** (*for more information see Schedule NRH*).

Maine begins its income tax return with federal adjusted gross income, regardless of residency status. Your tax is first calculated as if you were a resident of Maine for the entire year. Nonresidents and part-year residents must then claim a credit (calculated on Schedule NR using Worksheets A and B, and if necessary, Worksheet C) based on the income that was earned outside Maine while a nonresident of Maine.

- ① Do not begin the Maine return with only the income earned in Maine.
- ① Do not subtract the income earned outside Maine as a negative income modification on Maine Schedule 1.

Schedule NR is designed to separate a nonresident's or part-year resident's income between Maine source income and non-Maine source income. Maine source income includes the following:

- 1) All income received while a resident of Maine.
- 2) Salaries and wages earned working in Maine, including any taxable benefits related to those earnings. **Except**, employees who do not ordinarily work in Maine do not have to file if they worked in Maine for less than 21 days <u>or</u> had no more than \$6,000 in gross income in Maine during the taxable year.
- 3) Income derived from or connected with the carrying on of a trade or business within Maine (including distributive share of income (loss) from partnerships and S corporations operating in Maine).
- 4) Shares of estate and trust income derived from Maine sources.
- 5) Income (loss) attributed to the ownership or disposition of real or tangible personal property in Maine.
- 6) Maine State Lottery or Tri-State Lottery winnings from tickets purchased within Maine on or after July 13, 1993.

Income from intangible sources, such as interest, dividends, annuities, most pensions and gains or losses attributable to intangible personal property, received by a nonresident of Maine is not subject to Maine income tax. However, if that income is related to a business or profession carried on in Maine, it would be subject to Maine income tax.

A part-year resident is subject to Maine income tax on all income derived while a resident of Maine, even if the income is received from out-of-state sources, plus any income derived from Maine sources during the tax year, except as described in #2 above.

Follow the step-by-step instructions for completing Schedule NR. These instructions are printed on page 5 of the Maine nonresident and part-year resident income tax booklet.

Schedule NR, line 1. After you complete the Maine return through line 24 based on your total federal adjusted gross income, complete Schedule NR to calculate the amount of your nonresident credit. To complete Schedule NR, line 1:

- 1) Enter your total federal income in Box A (from Worksheet B, column A, line 15).
- 2) Enter all Maine source income in Box B, including any income earned in Maine while a nonresident of Maine (*Worksheet A, column B, line 15 plus Worksheet B, column E, line 15*).
- 3) Enter all non-Maine source income in Box C (Worksheet B, column D, line 15 minus Worksheet B, column E, line 15). If you included a taxable state income tax refund on your federal return, do not include that refund when completing Worksheet B or Schedule NR.

Schedule NR, line 2. If the ratio of non-Maine income to total income calculated on <u>Schedule NR, line 2</u>, is less than 0%, enter 0.0000. If the ratio is greater than 100%, enter 1.0000. You may not claim a negative nonresident credit or a nonresident credit that is more than your tax liability otherwise due to Maine. You should always extend the percentage calculations two digits beyond the decimal point; for example, 0.00% (.0000) or 100.00% (1.0000).

Schedule NR, line 3. To complete <u>Schedule NR, line 3</u>, Federal Income Adjustments, multiply the amount of federal income adjustments listed on federal Form 1040, line 34 or federal Form 1040A, line 20, by the percentage calculated on Schedule NR, line 2.

Schedule NR, line 5. If you have completed Maine Schedule 1, Income Modifications, you <u>must</u> complete <u>Schedule NR</u>, line 5. Enter the amount of income modifications from non-Maine sources on Schedule NR, lines 5a and 5b as they apply. Generally, the amount to be entered on these lines is calculated by multiplying the income modifications by the percentage of the year you spent as a nonresident. For example, if you were a nonresident for 9 months of the year, you would enter 9 months worth (75%-9 months divided by 12 months) of the income modifications reported on Maine Schedule 1 on Schedule NR, lines 5a and 5b as they apply.

After completing Schedule NR, any nonresident credit on line 9 is entered on Form 1040ME, line 25. This credit will reduce your Maine taxes for income not taxable to Maine.

- ① If you are a nonresident of Maine, and your only income from Maine sources are losses, you do not need to file an income tax return with Maine, because you have no Maine income tax liability. However, you may choose to file a return with Maine if you expect to have positive income from Maine sources in future years and want to avoid having gaps in your filing history.
- You may not use Maine losses in a prior year to offset Maine income in the current year, unless those losses also appear on the federal return for the current year. In other words, you may not carry a loss forward for Maine purposes without also carrying the loss forward for federal purposes. (Certain specific exceptions may apply for individuals who incurred losses from an S corporation with assets over \$1,000,000 in 1989, 1990, 1991 or 1992).
- ① For additional information on determining what types of income are subject to Maine tax when received by a nonresident, refer to **Rule 806** under "Laws and Rules" at www.maine.gov/revenue, or call (207) 624-7894, or write to the address on the cover of this pamphlet.

Attached is a sample return for a part-year resident. The instructions provided within the long form booklet and this pamphlet should provide you with enough information to complete a Maine return for the Jettsons from the information provided below:

Jim and Jennifer Jettson are from New York. They have a six-year-old daughter named Jessica. Jim works as an analyst for a large bank. Effective August 1, 2002, Jim was transferred to Maine while working for the same employer. Jim and his family moved to Maine and became residents of Maine on August 1, 2002. After coming to Maine, Jennifer was able to find a job as a supervisor in a local production facility.

In 2002, Jim earned a total of \$37,895 in wages from the bank. He earned \$25,895 in New York and \$12,000 in Maine. Jennifer earned \$20,000 from her job in Maine. From Jim's pay, \$995 was withheld for New York income taxes and \$600 was withheld for Maine income tax. Jennifer had \$1,000 withheld from her pay for Maine. The Jettsons had \$600 in interest income throughout the year, \$300 of which came from U.S. Government bonds.

The Jettsons filed a married joint federal income tax return for 2002 and reported federal adjusted gross income of \$56,495. They contributed \$2,000 to their IRA for the tax year and had total federal itemized deductions of \$8,649, which included state income taxes of \$2,595.

DO NOT STAPLE OR TAPE FORMS TO YOUR RETURN. ENCLOSE CHECK OR MONEY ORDER AND W-2 OR 1099 FORMS IN THE ENVELOPE WITH YOUR RETURN.

MAINE INDIVIDUAL INCOME TAX **1040ME LONG FORM**

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	26	NET	TAX. (Subtract lines 24 and 25	from	line 23) (N	onreside	nts see instructions)	26		,		1	2	4	1 .	. 0 (o



1 4 0 28 TAX PAYMENTS. 1 6 0 0 0 2002 Estimated Tax Payments and 2001 Credit Carried Forward. STEP 6 (Nonresidents: Include any REAL ESTATE WITHHOLDING Tax Payments). 28b Enter Your Tax **Payments** and Refundable child care credit. Enclose the Child Care Credit Worksheet on page 22. Refundable Credit 0 29 OVERPAYMENT. If line 28e is larger than line 27, enter amount overpaid 3 5 0 STEP 7 30 UNDERPAYMENT. If line 27 is larger than line 28e, enter amount underpaid Calculate Your Use Tax and Voluntary Contributions 32 VOLUNTARY CONTRIBUTIONS AND PARK PASSES. (From Schedule CP, line 10) .. 32 33 REFUND. (Line 29 minus lines 31 and 32) - NOTE: If total of lines 31 and 32 5 9 0 0 is greater than line 29, enter as amount due on line 35a below 34 Amount to be CREDITED 5 9 O 0 to 2003 estimated tax ... 34a IF YOU WOULD LIKE YOUR REFUND SENT DIRECTLY TO YOUR BANK ACCOUNT (\$5,000 or less) OR TO YOUR NEXTGEN COLLEGE INVESTING PLAN® ACCOUNT, see the instructions on pages 7 and 8 and fill in the lines below. NOTE: Completing the information below authorizes Maine Revenue Services to disclose your social security number, listed on the front of this form, to your financial institution for the sole purpose of depositing your income tax refund directly into your STEP 8 Your bank account or NextGen College Investing Plan® Account. **REFUND** Checking 34e Type of Account: 34c Routing Number TAX DUE Savings Deposit 34d Account Number NextGen 35 a TAX DUE. (Add lines 30, 31, and 32) - NOTE: If total of lines 31 and 32 is b Underpayment Penalty (Attach Form 2210ME) Check here if you checked the box on Form 2210, line 17 c TOTAL AMOUNT DUE. (Add lines 35a and 35b) (Pay in full with return) ENCLOSE CHECK payable to: Treasurer, State of Maine. Include your social security number on your check to receive proper credit on your account. DO NOT SEND CASH ... 35c FOR MAINE RESIDENTS ONLY: If you would like to receive a 2003 Maine Residents Property Tax and Rent Refund Application Check here: The Maine Residents Property Tax and Rent Refund program is a property tax relief program for qualified homeowners or renters who live in Maine. The 2002 program was generally available to Maine residents with household income less than \$45,100 for multi-member households or less than \$29,100 for single-member households. Also, your property taxes must have been greater than 4% of your income or your rent must have been greater than 22% of your income. The application period is August 1, 2003 through December 31, 2003. THE APPLICATION WILL BE MAILED TO YOU IN AUGUST 2003 unless your income on line 16 exceeds the income limits for this program. To reduce printing and postage costs, if you have your return done by a tax preparer and do not need Maine income tax forms and instructions mailed to you next year, check box at right. A postcard containing your 6-digit PIN(s) to be used for electronic filing will be mailed to you instead. If taxpayer is deceased, If spouse is deceased, IMPORTANT NOTE enter date of death. enter date of death. **Third Party** Do you want to allow another person to discuss this return with Maine Revenue Services? Tyes (complete the following). Designee Phone no. (Personal identification number Designee's name (See page 8)) Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge. SIGN **HERE** Keep a YOUR SIGNATURE DATE SIGNED YOUR OCCUPATION copy of this return for your SPOUSE'S SIGNATURE (IF JOINT RETURN, BOTH MUST SIGN) DATE SIGNED SPOUSE'S OCCUPATION records Paid PREPARER'S SIGNATURE DATE PREPARER'S PHONE NUMBER Preparer's Use PRINT PREPARER'S NAME and NAME OF BUSINESS PREPARER'S SSN or PTIN Only



If requesting a <u>REFUND</u>, mail to: Maine Revenue Services, P.O. Box 9111, Augusta, ME 04332-9111 If <u>NOT</u> requesting a refund, mail to: Maine Revenue Services, P.O. Box 1067, Augusta, ME 04332-1067 **DO NOT SEND PHOTOCOPIES OF RETURNS**

OFFICE USE CK \$ _____ PP IS IS

Attachment Sequence No. 2

SCHEDULES 1 & 2

See instructions on pages 9 and 10. Enclose with your Form 1040ME



Name(s) as shown on Form 1040ME

Your Social Security Number

J	im	& Jennifer Jettson		0	0 0	-	0 () -	1	2 3	3 4
		SCHEDULE 1 — INCOME MODIFICATIONS									
1		DDITIONS to federal adjusted gross income. Income from municipal and state bonds, other than Maine	1a				,				
	b	Net Operating Loss Recovery Adjustment (Attach a schedule showing your calculation)	1b				,				Ш
	С	Maine State Retirement Contributions	1c				, _			- 🗀	
	d	Fiduciary Adjustment- additions only (Attach a copy of your federal Schedule K-1)	1d	Ē	Щ		,	L		· <u>Ľ</u>	
	е	30% Bonus Depreciation Add-back (See instructions)	1e	L	Ш	┙	,		Ш	٠	Щ
	f	Other (See instructions)	1f	L		\Box	,				Щ
	g	Total additions (Add lines 1a through 1f)	1g		Ш		,		Ш	ـــــا٠	Ш
2	Sl a	JBTRACTIONS from federal adjusted gross income. U.S. Government Bond interest included in federal adjusted gross income	2a				, 3	0	0	. 0	0
	b	State Income Tax Refund (Only if included in federal income)	2b				,				Ш
	С	Social Security and Railroad Retirement Benefits included in federal adjusted gross income (See instructions)	2c				,				
	d	Pension Income Deduction (Complete and attach the worksheet on back)	2d				, _				
	е	Interest from Maine Municipal General Obligation Bonds included in federal adjusted gross income	2e				,				
	f	Premiums for Long-Term Care Insurance (Do not include health insurance premiums on this line) (See instructions). NOTE: If you itemize deductions, complete and attach worksheet on back	2f				,				
	g	Maine State Retirement System Pick-Up Contributions paid to the taxpayer during 2002 which have been previously taxed by the state	2g				,				
	h	Federal Work Opportunity Credit	2h				,			.[
	i	Fiduciary Adjustment-deductions only (Attach a copy of your federal Schedule K-1)	2i				, _				
	j	Other. List (See instructions)(Nonresidents and Part-year residents - Do not enter non-Maine income)					,				
	k	(Nonresidents and Part-year residents - Do not enter non-Maine income) Total Subtractions (Add lines 2a through 2j)		F	П	ī	3	0	0	. 0	0
3	Ne	et Modification (Subtract line 2k from line 1g — enter here and on 1040ME, page 1, line 15 ay be a negative amount])		F	П	_			0		
		SCHEDULE 2 — ITEMIZED DEDUCTIONS					Ξ				
4	То	tal itemized deductions from federal Form 1040, Schedule A, line 28	4			8	, 6	4	9	. 0	0
5	а	Income taxes imposed by this state or any other taxing jurisdiction included in line 4 above (From federal Form 1040, Schedule A, line 5 — see instructions if page 1, line 14 exceeds \$137,300 [\$68,650 if Married Filing Separately] and complete and attach worksheet on back)	5a			2	, 5	9	5	. 0	0
	b	Deductible costs, included in line 4 above, incurred in the production of Maine exempt income (See instructions)	5b	Ī			,				
	С	Amounts included in line 4 that are also being claimed for the Family Development Account Credit on Maine Schedule A, line 23	5c	Ē			, _				
	d	Amount included in line 4 attributable to income from an ownership interest in a flow-through entity financial institution	5d				,				
6		eductible costs of producing income exempt from federal income tax, but taxable by Maine ee instructions)	6				,				\Box
7	Lir	ne 4 minus lines 5a, b, c, and d plus line 6. Enter result here and on 1040ME, page 1, line 17	7			6	, 0	5	4	. 0	0
	Note: If the amount on line 7 is less than your allowable standard deduction, use the standard deduction. If Married Filing Separately, however, both spouses must either itemize or use the standard deduction.										

Your Social Security Number

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Attachment Sequence No. 8

WORKSHEET A

Residency Information Worksheet for Nonresidents/Part-year Residents

Enclose with your Form 1040ME

During 2002:	Yourself	Spouse
1. I was domiciled in (Enter state)	NY, ME	NY, ME
2. I was in the military and stationed in (Enter state or country)		
3. I became a Maine resident (Enter date)	08/01/02	08/01/02
a. (Enter the state of prior residence)		NY
4. I became a nonresident (Enter date of move)		
a. (Enter new State of residence)		
5. I was a nonresident of Maine the entire year (Enter state or country of residence)		
6. The number of days I spent in Maine (for any purpose) is	153	153
7. I owned a home/real property in Maine (Enter "Yes" or "No")	Yes	Yes

WORKSHEET B

Income Allocation Worksheet for Nonresidents/Part-Year Residents

(See instructions on page 13)

Enclose with your Form 1040ME

Nonresidents and Part-year residents must complete this worksheet before completing Schedule NR or Schedule NRH

(NOTE: Married persons filing separate Maine incom	Federal Income		ident Period esidents only)		Nonresident Period (Nonresidents & Part-year Residents)			
tax returns must complete separate worksheets for <u>ea</u> spouse)	<u>ach</u>	Column A Income from federal return	Column B Income from Column A for this period	Column C Income from Column B earned outside of Maine	Column D Income from Column A for this period	Column E Income from Column D from Maine sources		
Wages, salaries, tips, other compensation*	1	57,895	32,000		25,895			
Taxable Interest	2	600	250		350			
3. Ordinary dividends	3							
4. Alimony received	4							
5. Business income/loss	5							
Capital gain/loss								
7. Other gains/losses	7							
Taxable amount of IRA distributions	8							
9. Taxable amount of pensions and annuities	9							
Rental real estate, royalties, partnerships, S corporations, and trusts, etc	10							
11. Farm income/loss	11							
12. Unemployment Compensation	12							
Taxable Amount of social security benefits	13							
Other income (Including lump-sum distributions, but excluding state income tax refunds)	14							
15. Add lines 1 through 14		,	32,250		26,245			

NOTE: See instructions on page 13 on how to use Worksheet B, line 15 entries to complete line 1 of Schedule NR or Schedule NRH.

^{*}If necessary, use Worksheet C on page 26 to calculate the amount for line 1, Column E.

SCHEDULE NR FORM 1040ME

Attachment Sequence No. 10

SCHEDULE for CALCULATING the NONRESIDENT CREDIT NONRESIDENTS AND PART-YEAR RESIDENTS ONLY

This schedule must be enclosed with your completed Form 1040ME.

If part-year resident, enter dates you were a Maine Resident

•	,	,	
from		to	



^020210600^

Name(s) as	shown c	n Form	1040ME
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Jim & Jennifer Jettson

0 0 0 - 0 0 - 1 2 3 4	Your Social Security Number										
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WHO MUST FILE SCHEDULE NR? Nonresident and part-year resident individuals who are required to file a Maine return, but have income not taxable by Maine and use the same filing status on the Maine return as used on the federal return. See reverse side for instructions.

DO NOT FILE SCHEDULE NR IF: All your income is taxable by Maine or if your federal filing status is "Married filing joint" and you elect to file "Single" on the Maine return (use Schedule NRH on page 29). You do not have to complete Schedule NR if you qualify for the low-income tax credit (See instructions for Form 1040ME, line 22).

YOU MUST ENCLOSE A COMPLETE COPY OF YOUR FEDERAL RETURN, including all schedules and worksheets. Enclose copies of W-2 forms from other states or temporary duty (TDY) papers to support entries in Column C. If you filed your federal return using the IRS Telefile system, attach a copy of your Telefile worksheet to your Maine income tax return.

IMPORTANT: Complete Worksheets A and B on page 25 before completing Schedule NR.

1	INCOME — (Complete and attach Worksheets A and B on page 25) Box A - From Worksheet B, line 15, column A	Box A FEDERAL	Box B MAINE	Box C NON-MAINE
		\$ 58,495	\$ 32,250	\$ 26,245
2	RATIO OF INCOME: Divide line 1, Box C by line 1, Box A (If less the If greater than 100, enter 1.0000)	an 0, enter 0.0000.		.4 4 8 7
	COMPLETE THIS SECTION ONLY IF YOU HAVE FEDERAL INCOM	ME ADJUSTMENTS		
3	FEDERAL INCOME ADJUSTMENTS — NON-MAINE-SOURCE ON line 34, or Form 1040A, line 20 by the percentage listed on line 2.			897.00
4	FEDERAL ADJUSTED GROSS INCOME NON-MAINE-SOURCE (ONLY: Line 1, Box C min	us line 3	25,348.00
	COMPLETE THIS SECTION ONLY IF YOU HAVE INCOME MODIFI	CATIONS (Form 1040M	E, line 15)	
5	INCOME MODIFICATIONS — NON-MAINE-SOURCE ONLY:			
	a Additions — Specify			
	b Deductions — Specify $\underline{\text{U.S. Gov't Bond Int - ($300 x)}}$.4487)	135.00	
	c Total Modifications: line 5a minus line 5b (may be a negative am	ount)		-135.00
6	NON-MAINE ADJUSTED GROSS INCOME: Add or subtract line 5	c to or from line 4		25,213.00
7	RATIO OF MAINE ADJUSTED GROSS INCOME: Divide amount of from Form 1040ME, line 16. (If less than 0, enter 0.0000. If greater to	on line 6 by amount than 100, enter 1.0000.)		44_8_7
8	TAX SUBTOTAL: Enter from Form 1040ME, line 20 plus line 21 minus Maine Schedule A, lines 5 and 7		•	2,251.00
9	NONRESIDENT CREDIT: Multiply amount on line 8 by line 7. Enter result here and on Form 1040ME, line 25			1,010.00